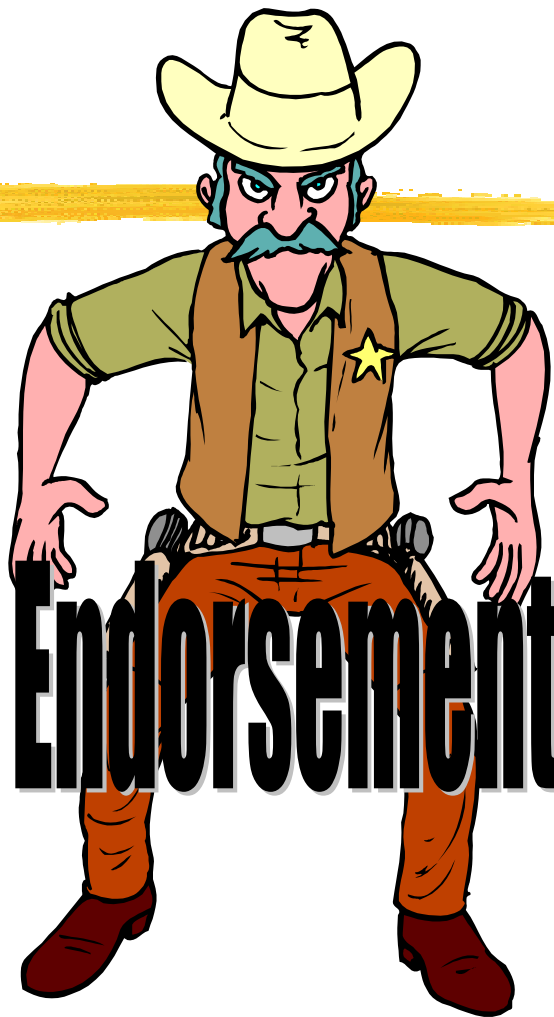


**Assignment**

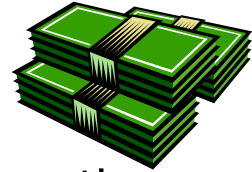
**vs**



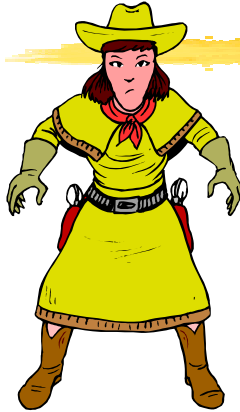
**Endorsement**

# What is an Assignment Code?

- ✓ Best describes the class taught or the position held
  - ⇒ Biology I
  - ⇒ Superintendent
- ✓ What is actually happening in your schools
- ✓ Idaho's kids are being compared to kids in other states using these codes
- ✓ This information "drives" money
- ✓ Management decisions are made using these codes
  - ⇒ Local School Boards
  - ⇒ Idaho Legislature
  - ⇒ United States Congress



# How and Where are Assignment Codes Reported?

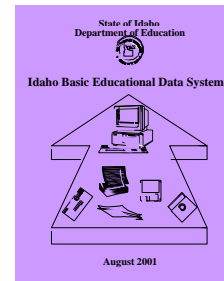


## Annually in IBEDS

IBEDS =

Idaho Basic Education Data System

— **I.C. 33-1004D**



# IBEDS

## Idaho Basic Education Data System



**Comprehensive database of all district employees for –**

**State Funding**

**Statistics**

**Accreditation**

**Teachers Certification/Misassignments**

**Also – Professional Technical, Special Ed., etc.**

**A “Snap-shot” in time – last Friday in September**

**Must be submitted to the State no later than October 15<sup>th</sup>**

**Must use IBEDS program to submit data**

***(including assignment records)***

# IBEDS Reporting Time Line



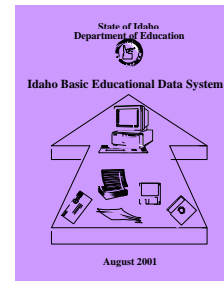
- ✓ Last Friday in September – a “snapshot” in time
- ✓ October 15<sup>th</sup> – District submits initial data to the State Department of Education (SDE)
- ✓ November 15<sup>th</sup> – SDE provides districts with preliminary reports
- ✓ December 15<sup>th</sup> – All corrections submitted to SDE
- ✓ December 31<sup>st</sup> – Last day to submit data for settled contracts
- ✓ February 15<sup>th</sup> – Districts receive Salary Based Apportionment and Benefit Apportionment payment based on your IBEDS data

# Reporting

## Idaho Basic Education Data System (I.C. 33-1004D)

*“For each employee of the school district, a report shall be made in a format prescribed by the state superintendent of public instruction,...”* See IBEDS Manual for additional assistance in placing certified staff/positions on the experience and education multiplier table.

<http://www.sde.state.id.us/finance>



# Classification of Employees

## 1) Certified Employees

- ✓ Administrators
- ✓ Instructional
  - ✎ Classroom Instructors
  - ✎ Pupil Support Personnel



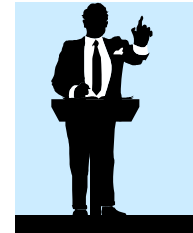
## 2) Noncertified Employees



## **CERTIFIED JOB CLASSIFICATIONS** AS DEFINED BY THE IDAHO BASIC EDUCATIONAL DATA SYSTEM

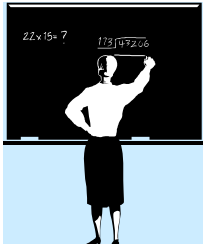
### A. Administrative Staff

Superintendents  
Assistant Superintendents  
Directors/Supervisors/Coordinators  
Elementary and Secondary Principals  
Assistant Elementary and Secondary Principals



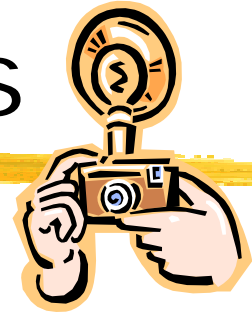
### B. Instructional Staff (including certificated and licensed positions)

Elementary and Secondary Teachers  
Elementary and Secondary Counselors (including vocational)  
Media Generalists/Librarians  
School Facilitators (Gifted/Talented, Technology)  
School Psychologists and Psychological Examiners  
School Social Workers  
School Nurses  
Speech/Language Pathologist and Audiologists  
Occupational and Physical Therapists





# What to Report in IBEDS



What **Actually** is happening as of the last Friday in September – “Snapshot” in time

**Question** – What if I’m not in session on that day or only in session a partial day?

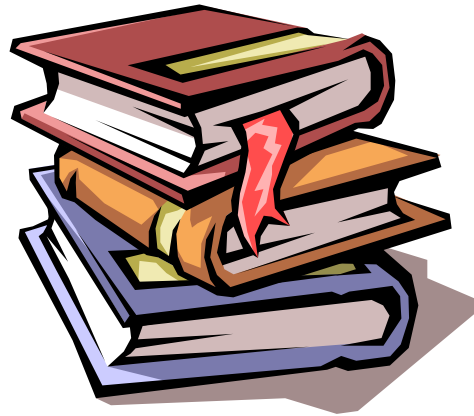
**Answer** – Use the preceding day that reflects the normal activities of school

# Certified Employee Records

1. Personnel Maintenance Record

2. Contract Record

3. Assignment Record



# Noncertified Employee Records

1. Personnel Maintenance Record
2. Noncertified Employment Record



# Certified Personnel Record

## Personal Information

Name, Social Security Number, Birth date, Gender, Ethnicity, etc.

## Education History

Must have a current year record "2003"

Degree Claimed

Additional College Transcript Credits

Years **COMPLETED** *experience in an accredited*

In State – for a Public School K-12

Another State – for a Public School K-12

Private or parochial (accredited) K-12



## Education

Initial Certification Year

Degree Year

Instruction where degree was receive

State were degree was issued

Last year additional college credits were earned

# Certified Contract Record

## Current Year = 2003



### General Information

- ☒ District and Building Number
- ☒ Hire date
- ☒ Years in District + Type of Contract data

### Contract information

- ☒ Base Salary Amount
- ☒ Contract days
- ☒ FTE (Full-time Equivalent)
- ☒ Extra Pay (code & amount)

**\$36,000**

**191 days**

**1.00 FTE**

**A \$500**

### Funding Source information

**Code 10 = 75% (General M&O)**  
**Code 05 = 25% (Title VI-B)**

# Certified Assignment Record

- ✓ Period
- ✓ Assignment Code
- ✓ Building
- ✓ Grade Level
- ✓ Elementary only
  - ☒ Combined Class?
  - ☒ # of Aide Hours
- ✓ Student Count
  - ☒ Gender of kids
  - ☒ Ethnicity

STATE OF IDAHO DEPARTMENT OF EDUCATION IDAHO BASIC EDUCATIONAL DATA SYSTEM CERTIFIED STAFF ASSIGNMENTS															
1 SCHOOL YEAR												4 PRIMARY BUILDING			
2 SOCIAL SECURITY NUMBER												Building Name			
3 DISTRICT												Building Number			
5		NAME													
Last					First					Middle					
6 ASSIGNMENTS AND MEMBERSHIP BY GRADE, ETHNICITY & GENDER															
PERIOD	ASSIGN. CODE	BUILDING	GRADE LEVEL	ELEMENTARY ONLY		MALE STUDENTS					FEMALE STUDENTS				
				COMBINED CLASS (Y/N)	# AIDE HOURS	White	Black	Hispanic	Native Amer	Asian	White	Black	Hispanic	Native Amer	Asian
1															
2															
3															
4															
5															
6															
7															
8															
9															

BEDS Form 3 REV(8/00)

# Assignment Codes



## English/Language Arts 7-12

2149	Applied English For The Workplace
2118	Bilingual
2112	Debate
2114	English As A Second Language
2120	English Language Arts
2147	Fundamentals Of Communication/Speech
2141	Journalism - Production
2148	Journalistic English & Literature
2144	Publications (Yearbook/Paper)
2145	Reading And Study Strategies

# Pepper . . . and Salt

THE WALL STREET JOURNAL



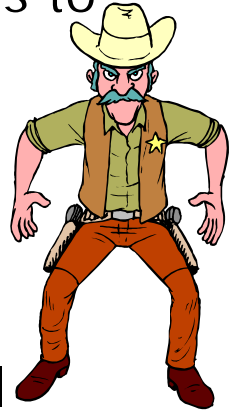
Ray

"Well, he looks like a duck, walks like a duck, and quacks like a duck, so I assume there's a duck to see you, sir."



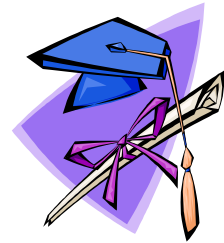
# What is an Endorsement Code?

- ✓ What an individual has been trained to do
- ✓ Has completed the necessary requirements to perform the function
- ✓ Licensed by Teachers Certification  
(or other authorized licensing agent)
- ✓ Hold a current valid license
- ✓ Completed necessary background/criminal history checks
- ✓ Granted the authority/permission to perform these duties



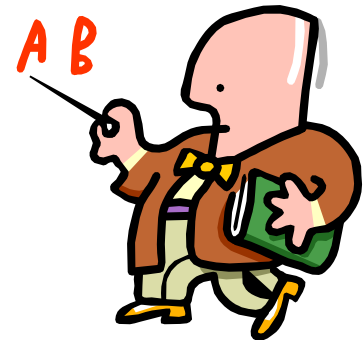
# IDAHO EDUCATOR CREDENTIALS

- ✓ Issued by SDE – Teachers Certification
- ✓ Endorsements accompany the individuals certificate
- ✓ Permission to perform certain functions



# Endorsement Codes

- 7120 English 6-12**
- 7144 Communications 6-12**
- 7136 Speech 6-12**
- 7137 Drama/Theater 6-12**
- 7141 Speech/Drama 6-12**
- 7126 ESL/Bilingual Education K-8**
- 7125 ESL/Bilingual Education 6-12**
- 7134 Journalism 6-12**
- 7138 Reading K-12**
- 7139 Reading 6-12**
- 7135 Debate 6-12**



# Aligning the Codes

## Certificate – Endorsement – Assignment



### Assignment Codes:

2505 Biology I – 9<sup>th</sup> grade  
2506 Biology II – 10<sup>th</sup> grade  
2627 Ecology – 7<sup>th</sup> grade  
1606 Ecology – 6<sup>th</sup> grade

1601 Ecology – 5<sup>th</sup> grade

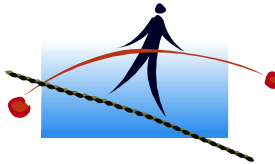


**Misassignment**  
only 6-12  
allowed

2606 Chemistry – 11<sup>th</sup> Grade

# What is a Misassignment?

- ✓ When the Assignment Code is out of “alignment” with the certificate and/or endorsement code



- ✓ Means the individual teaching the course or performing a certificated function has not met the necessary requirements to do so

# Idaho State Board Rule 08.02.02.070



"The State Board of Education will authorize the Office of Teachers Certification to issue the following certificates and endorsements on the IDAHO EDUCATOR CREDENTIAL to those individuals meeting the specific requirements for each area..."

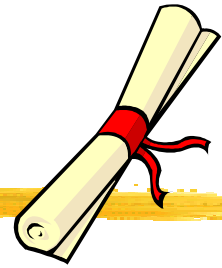
# Idaho State Board Rule 08.02.02.070



Continuing on –

“The requirements and each certificate and endorsement are outlines in the Professional School Personnel Certification Standards Manual (Section 33-1201, Idaho Code).”

# Misassignments



"01. Certificate. A person employed by a school district in a position requiring a certificate must hold a valid certificate for the service being rendered..."





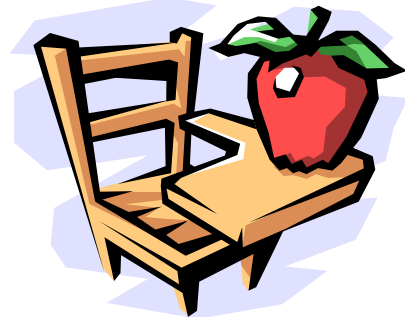
# Misassignment (cont)



"...In any situation in which a person not holding a specific endorsement is to provide educational services in a specific area, the employing district must apply to the State Department of Education's Certification Office for misassigned status to place the individual in that assignment for the school year."

# Continuing on...

"...The district must demonstrate in a written report that it has made a good faith effort to employ properly certificated educators for those duties and that a conscientious effort is being made for each specific problem."



Criteria for acceptance of the report includes the following:



- a) The duties may comprise no more than one-half ( $1/2$ ) of the teacher's full-time assignment.
- b) Teachers who are misassigned must have a minimum of six (6) semester hours of college credit in each subject area in which the services are being provided.

Criteria for acceptance of the report includes the following (cont.):



- c) **Teachers who are misassigned must comprise no more than five percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater.**

**Districts which have secondary schools located more than fifteen (15) miles from another secondary school may misassign up to five (5) teachers upon approval of the Certification Office.**

**However in no circumstances will more than five (5) teachers be misassigned in any one building.**

# Waivers

"02. Waiver. Districts may request a waiver of the misassignment policy according to IDAPA 08,02,01, Section 001. The waiver request must include a rationale for the misassignment."



# Effect of Accreditation



"03. Effect on Accreditation. All misassignments will be noted on the accreditation report. Any misassignments not meeting the above criteria may effect accreditation. **Funds will be withheld** for that portion of the misassigned person's time which exceeds the criteria included in this rule **if a waiver has not** been approved by the State Board of Education (Office of Teacher Certification)."

# Effect of an unauthorized misassignment on Salary Based Apportionment

“Adjustment of District Share. The contract salary of every noncertificated teacher shall be subtracted from the district’s share as calculated....” I.C. 33-1002A(8)(b)(3)(e)

*This means off the top, folks!!!*





# Run the Math

If your district is entitled to \$1,000,000 in salary based apportionment

And your district fails to get a waiver approved for \$30,000

Your district will receive \$970,000

**(less another \$5,226 on the related benefit apportionment)**

(\$30,000 x 17.42% for FICA, Medicare and PERSI)

No "ifs," "ands" or "buts".....



# What to do if you have a misassignment....

- ✓ Complete the necessary paperwork to request a waiver

- ✓ Contact Larry Norton – Teachers Certification **208-332-6884**



- ✓ **Don't** change the assignment code if the assignment code best describes what the individual is actually doing

# Remember -

⌘ If it looks like a duck

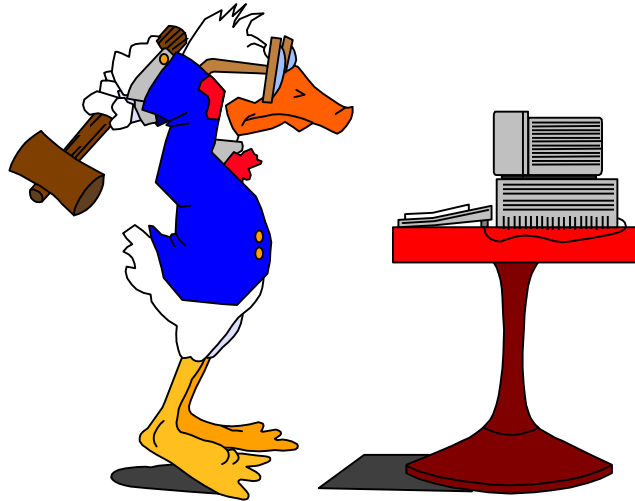
⌘ Walks like a duck

⌘ Quacks like a duck

⌘ **You'd better call it a duck**



# And don't do this... Call us 1<sup>st</sup>



**Larry – 332-6884**

**Myrna – 332-6845**